



Las Vegas Indian Center

Job Announcement

POSITION DESCRIPTION: **Certified Alcohol & Drug Counselor (CADC)**
DEPARTMENT: **Adult Outpatient Substance Abuse Treatment**
IMMEDIATE SUPERVISOR: **Clinical Manager**

JOB DESCRIPTION:

- Maintain a client case load of individuals with diverse backgrounds that seek treatment from our agency.
- Complete full screening, assessment/evaluation of each client, prepare a DSM V diagnosis and document ASAM criteria.
- Create and maintain client files with treatment plan, clinical progress and group notes.
- Facilitate Behavioral Health counseling and educational groups.
- Perform individual counseling with clients.
- Evaluate and present client cases with clinical staff.
- Prepare an aftercare plan for each client that successfully completes treatment.
- Attend and participate in all clinical and LVIC staff meetings and follow program and agency policies.
- Participate in training and supervision as required.
- Maintain confidentiality of agency, staff, client, and participant services and records, including any information transmitted via fax, e-mail and/or reports generated on computers.
- Perform all other duties/tasks as assigned.

MINIMUM QUALIFICATIONS:

- Must have a CADC certification from the Nevada Board of Examiners.
- Requires completion of Baccalaureate Degree from an accredited college or University in a human, social service or behavioral field.
- Experience in establishing and maintaining a close liaison with state, community, non-profit and private agencies to assist treatment and recovery of clients.

HOW TO APPLY:

Submit resume and cover letter to:

Michelle Matury, Clinical Manager : **mmatury@lvcoxmail.com**

Resumes will be accepted July 16, 2015, until position is filled. Pay is based on education & experience. We are an equal opportunity employer.

2300 WEST BONANZA ROAD, LAS VEGAS, NEVADA 89106 (702) 647-5842

July 2015